

## Sample Domestic Worker Time Sheet

Domestic Workers have the right to inspect payroll records at reasonable times. Employers are obligated to keep these records for at least three years, pursuant to M. G. L. c. 151, § 15 and in accordance with 940 CMR 32.04.

Employee Name: \_\_\_\_\_

Employee Address:

Occupation: \_\_\_\_\_

Overtime hours are any hours worked over 40 in one week.

Leave time used may include rest time, sick time, vacation time, or personal days.

Date	Start Time	End Time	Regular Hours	Overtime Hours	Total Hours	Leave Time Used (specify type)
		Weekly Totals				

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_